



United States Department of the Interior
OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS



VACANCY ANNOUNCEMENT

POSITION: Secretary (Office Automation)
GS-318-06
(ONE POSITION TO BE FILLED)

ANNOUNCEMENT NUMBER: OST-04-116

OPENING DATE: July 14, 2004
CLOSING DATE: August 04, 2004

FULL PERFORMANCE LEVEL: GS-06
AREA OF CONSIDERATION: Department-wide

SALARY: GS-06: \$29,761 - \$38,694

LOCATION: Office of the Special Trustee for American Indians, Deputy Special Trustee-Trust Accountability, Trust Program Management Center (TPMC), Special Projects Staff, Albuquerque, NM

CONTACT TELEPHONE NUMBER: 505-816-1021

WHO MAY APPLY: Current employees of the Department of the Interior (DOI) occupying Career or Career-Conditional Appointments and individuals eligible for reemployment under Agency Career Transition Assistance Program (CTAP).

Relocation expenses will not be paid.

STATEMENT OF DUTIES: Incumbent serves as Secretary to the Trust Reform Officer, Special Projects Staff, TPMC performing administrative assignments and furnishing clerical support to the Supervisor and other Special Projects staff. Incumbent receives telephone calls and visitors to the office, schedules and handles logistics for appointments, travel arrangements, etc. Handles requests for information or directs the requestor to the appropriate office/person from which the information may be obtained. Receives incoming mail, determines routing, monitors the development of responses, and drafts responses to routine correspondence. Ensures correspondence is in compliance with Department correspondence procedures; utilizing correct grammar, spelling, etc. Incumbent adheres to office procedures relating to travel, training, procurement, and timekeeping. Searches for and obtains data, facts, statistical and narrative information for use of Special Projects Staff employees in reaching conclusions and making decisions. Maintains subject matter files, establishes and maintains a control system for proper assignment and follow-up to ensure required action is taken expeditiously by appropriate staff, and is responsible for securing office supplies, materials, and services.

QUALIFICATION REQUIREMENTS: Applicants must meet the qualification requirements contained in the Office of Personnel Management Qualification Standards Handbook as listed below. There are no additional selective placement factors for this position. All qualification requirements and time-in-grade requirements (Federal employees) must be met within 30 calendar days after the closing date of this announcement in order to receive consideration for this position. Applicants' qualifications will be evaluated solely on the information submitted by them in their applications.

To qualify, applicants must have 1 year of specialized experience equivalent to the next lower grade level. Specialized experience is experience, which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, abilities, and skills to successfully perform the duties of the position.

KNOWLEDGES, ABILITIES, SKILLS, AND OTHER CHARACTERISTICS (KASOCs):

Applicants must address the following factors, in a narrative form, on a separate sheet of paper. This supplemental information will be the principal basis for determining whether or not you are highly qualified for this position. You may expand upon the information that is provided in your application. You should consider appropriate work experience, outside activities, awards, training, and education for each of the items listed below.

1. Knowledge of general office procedures and regulations pertaining to travel, training, personnel, procurement, finance, timekeeper functions, correspondence, and the ability to maintain confidentiality in executive and administrative activities.
2. Skill in use of computer equipment and software applications, such as Microsoft Word, Excel, Power Point, Access, and Project Management, and Lotus Notes electronic mail to maintain files/records and set up logs and tracking systems.
3. Knowledge of correspondence procedures, required formats, grammar, spelling, and punctuation.
4. Ability to communicate effectively, verbally, and in writing, using own discretion to answer routine inquiries or to make referrals.

ADDITIONAL INFORMATION:

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they meet the following: OPM qualification standards for the position; all selective factors, where applicable; special qualifying conditions that OPM has approved for the position; is physically qualified with reasonable accommodation, where appropriate, to satisfactorily perform the duties of the position upon entry; and is rated by the organization at least at the middle level of a three-level rating system on all quality ranking factors.

Federal employees seeking Agency Career Transition Assistance Program (CTAP) eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP. This includes a copy of the agency notice, which establishes the applicant's eligibility for the program, a copy of their most recent performance rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP eligible.

This is not a Testing Designated Position.

5 USC 3303, Hatch Act Amendments of 1993, bars Executive Branch Agencies from accepting or considering prohibited political recommendations for Federal jobs. Any such recommendations received will be returned to the sender. Federal employees who request such a recommendation may be subject to disciplinary action.

Vacancy announcements for the Office of Special Trustee are accessible from the Office of Personnel Management Webpage www.usajobs.opm.gov.

The Office of the Special Trustee for American Indians is an Equal Opportunity Employer. Within the scope of Indian Preference, selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, sex, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, or any other non-merit factors.

This Agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE THE CLOSING DATE

Attachment

DEPARTMENT OF THE INTERIOR
Office of the Special Trustee for American Indians
SUPERVISORY APPRAISAL OF DEMONSTRATED
PERFORMANCE OR POTENTIAL

Announcement No. OST-04-116

**PLEASE HAVE THIS APPRAISAL COMPLETED BY YOUR SUPERVISOR
AND SUBMIT WITH YOUR APPLICATION.**

**(If the appraisal is submitted directly by the Supervisor, the applicant will be
permitted to review and/or obtain a copy of the appraisal upon request.)**

Name of Applicant: _____ **Position:** Secretary (OA), GS-318-06

Basis of Appraisal				RANKING FACTORS (Knowledges, Abilities, Skills, and Other Characteristics)	Level of Performance			
Check one					Please Check as appropriate:			
Outside Activities	On-the-Job Performance	Formal Training	Unable to Appraise		4	3	2	1
				1. Knowledge of general office procedures and regulations pertaining to travel, training, personnel, procurement, finance, timekeeper functions, correspondence, and the ability to maintain confidentiality in executive and administrative activities.				
				2. Skill in use of computer equipment and software applications, such as Microsoft Word, Excel, Power Point, Access, and Project Management, and Lotus Notes electronic mail to maintain files/records and set up logs and tracking systems.				
				3. Knowledge of correspondence procedures, required formats, grammar, spelling, and punctuation.				
				4. Ability to communicate effectively, verbally, and in writing, using own discretion to answer routine inquiries or to make referrals.				

DEPARTMENT OF THE INTERIOR
Office of the Special Trustee for American Indians
SUPERVISORY APPRAISAL OF DEMONSTRATED
PERFORMANCE OR POTENTIAL

Announcement No. OST-04-116

NARRATIVE: BRIEFLY EVALUATE THE CANDIDATE'S OVERALL ABILITY TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THE POSITION. NARRATIVE COMMENTS ARE REQUIRED FOR ALL EVALUATIONS.

IN WHAT CAPACITY ARE YOU MAKING THIS APPRAISAL? (Please ✓ as appropriate)

☐

Present Immediate Supervisor

☐

Present 2nd Level Supervisor

☐

Other (Specify)

☐

Former Immediate Supervisor

☐

Former 2nd Level Supervisor

Period During Which You Supervised the Applicant:

From:

To:

Appraiser:

(Signature)

(Date)

(Phone No.)

**DEPARTMENT OF THE INTERIOR
OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS
APPLICATION GUIDELINES**

Mail applications to: OST Servicing Personnel Office, 4400 Masthead Street NE, Suite 185, Albuquerque, New Mexico, 87109. **For further information, please call:** (505) 816-1021.

APPLICATION REQUIREMENTS. If application is submitted by mail, it must be postmarked by the closing date of the announcement and received within five (5) business days after the closing date to receive consideration. Hand delivered applications must be received by the closing date. Applications mailed using Government postage and/or envelopes will not be accepted.

The following must be submitted for consideration for this position:

1. Written application for employment: Optional Application for Federal Employment (OF-612), Application for Federal Employment (SF-171), Resume, or other format, including all the information listed below:
2. Verification of Indian Preference (BIA-4432), if applicable.
3. Verification of Veterans Preference (DD-214), if applicable.
4. Copy of the most current Notification of Personnel Action (SF-50), for verification of reinstatement or transfer eligibility (Only current and former Federal employees).
5. Applicant Background Survey (DI-1935) (Submission of this form is voluntary. This information will be used solely to review compliance with Federal law. Consideration for this job will not be affected by failure to submit this form.)
6. College Transcripts if you are using education (individually or in combination with experience) to qualify for this position.

In addition, while not required, it is recommended that applicants address the specific Knowledge, Abilities, Skills, and Other Characteristics (KASOCs) listed on the Vacancy Announcement that are necessary for successful performance of the work. It is recommended that you provide a narrative statement for each KASOC addressing how your education, experience, training, and awards relate to these KASOCs to show how you are highly qualified for this position.

Please have a Supervisory Appraisal of Demonstrated Performance or Potential completed by your supervisor and submit with your application. Although appraisals will be used in ranking, no candidate will be screened out automatically for failure of their supervisor to complete an appraisal.

Your written application for employment must include the following:

Announcement Number, Title, Series, and Grade of the job for which you are applying.

Indication of the Locations for which you are interested if more than one location is specified in the Vacancy Announcement.

Personal Information: Complete name, mailing address (with ZIP code), telephone numbers (daytime and evening), social security number, and citizenship information. If applying under a special employment program, identify program (veterans' preference, reinstatement, handicapped appointment eligibility) and include appropriate qualifying documentation (DD-214, SF-50, etc.)

Educational Information: High School name, city, state (ZIP code, if known), and date of diploma or GED; college/university name, city, state (with ZIP code), declared major, dates attended, and type of degree and date received; graduate school name, city, state (with ZIP code), major subject, dates attended, and type of degree and date received. If no degree was received, show credits earned (identify whether in quarters or semesters). Unless otherwise stated in this announcement, certified transcripts are not required.

Work Experience: Supply the following information for the paid and non-paid work you have performed that qualify you for this job: (a) job title (title, series, and grade, if Federal), (b) statement of major duties and accomplishments, employer's name and mailing address, (c) supervisor's complete name and telephone number, (d) month and year of starting and ending dates, (e) number of hours worked per week, and (f) salary. Indicate if we may contact your current supervisor.

Other Qualifications related to this job: Courses (title and year), relevant skills (other languages, computer skills, mechanical skills, typing speed), and current professional certificates and licenses (identify issuing authority and date). You may also note any job related honors, awards, and special accomplishments, but **DO NOT** send documents (letters of commendation, newspaper clippings).

Senior Executive Service (SES) recruitment only: Provide copy of Candidate Development Program Certificate, if applicable.

Unless otherwise stated elsewhere in this announcement, applications will be accepted from individuals with competitive status, with Indian Preference, severely handicapped individuals (regardless of competitive status), Veterans Readjustment Appointment (VRA) eligibles (through GS-11) and veterans with compensable disability of 30% or more, and others eligible for appointment under special appointing authorities. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Documentation of eligibility must be submitted with the initial application. Please indicate if you are applying under one of these authorities and submit appropriate documentation (DD-214; SF-15; required proof of entitlement such as the Veterans Administration letter, etc.)

Status candidates who wish to be considered under both merit promotion and excepted appointment procedures must submit two (2) complete applications. When only one (1) application is received from a status candidate, it will be considered only under merit promotion procedures.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

U.S. citizenship is required.

All new employees of the Office of the Special Trustee for American Indians are required to identify a financial institution for direct deposit of pay.

All Federal employees are required to serve an initial probationary period. Failure to complete the probationary period successfully can result in your separation from Federal service.

If you are selected for a Supervisory or Managerial position, you must serve a probationary period. Failure to complete the probationary period successfully can result in return to your former position, or to a position of no lower grade and pay than the one you left to accept the Supervisory or Managerial position.

Your application contains information subject to the Privacy Act (P.L. 93-579, 5 U.S.C. 552a). The information is used to determine qualifications for employment, and is authorized under U.S.C., Title 5, Sections 3303 and 3361.

In accordance with 18 U.S.C. 1719 and 39 U.S.C. 3201 SEQ., applications will not be accepted from applicants using franked Government envelopes, postage-paid Agency envelopes, or metered mail.

The Department of the Interior is an Equal Opportunity Employer. Within the scope of Indian Preference (where applicable), selection for positions will be made solely on the basis of merit, fitness and qualifications without regard to race, gender, sexual orientation, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, or any other non-merit factor.

This Agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be on a case-by-case basis.